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ABSTRACT

Based on the theme of recruiting, tenuring, and promoting technical communication faculty, this proceedings presents the agenda for the 1989 annual meeting of the Council for Programs in Technical and Scientific Communication (CPTSC), a report on the annual business meeting, and a proposal to create a CPTSC Program Review Board. Appendixes present a list of pre-registered conferees; a list of annual meetings, sites, and dates; a list of officers for 1989; and the constitution. (RS)

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ED 361 780

Proceedings

1989

The Council for Programs in Technical and Scientific Communication

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PROCEEDINGS

The Council for Programs In Technical and Scientific Communication

1989
16th Annual Meeting

Rochester, New York
October 12-14, 1989

Laurie Schultz Hayes,
Editor

Jerome Norlander,
Editorial assistant

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Agenda

CPTSC
16th Annual Meeting
Stouffer Rochester Plaza Hotel
Rochester, New York
October 12-14, 1989

Host: Rochester Institute of Technology
Program in Professional and Technical Communication

1989 Theme: Recruiting, Tenuring, and Promoting Technical Communication Faculty

Thursday, October 12

7:00 P.M.	Welcome Reception, Registration, and Program Information Exchange

Friday, October 13

8:30 A.M.	Greetings and Introductions
9:00 A.M.	Panel Discussion: "Effective Ways of Hiring, Promoting, and Tenuring Technical Communication Faculty" *Merrill Whitburn* *Carol Barnum* *Billie Wahlstrom* *Gloria W. Jaffe*
10:15 A.M.	Coffee Break
10:30 A.M.	Panel Discussion continued: Panelists will respond to each other and then respond to questions and comments from the general membership.
11:45 A.M.	Break
12:00–2:00 P.M.	Lunch, President's Address
2:00–4:00 P.M.	Group Workshops: Competencies 1. Teaching Effectiveness Facilitators: *Glenn Broadhead*, and *Marilyn Schauer Samuels* 2. Research and Publications Facilitators: *Karen A. Schriver*, and *Jack Selzer* 3. Administrative and Service Activities Facilitators: *Sam Geonetta, Carol Lipson*, and *G.H. (Pete) Jones* 4. Work Experience Facilitator: *Henrietta Nickels Shirk*

5:00-7:00 P.M.	Break
7:00 P.M.	Reception
7:30 P.M.	Dinner

Saturday, October 14

8:30–10:15 A.M.	**CPTSC Annual Business Meeting**
10:30 A.M.	Group Workshops: Matching Competencies with Programs

1. Service Program
   Facilitators: *Don Cunningham, Jim Corey,* and *Carole Yee*
2. Certificate Programs
   Facilitators: *Sherry Burgus Little,* and *Susan Feinberg*
3. Undergraduate Programs
   Facilitator: *Mary Lay*
4. Graduate Programs
   Facilitators: *Leslie Olsen,* and *Kristene Sutliff*

12:30-1:30 P.M.	Lunch
1:30-3:00 P.M.	Free Time
3:00-6:00 P.M.	Organized Leisure Activity: Boat Trip. The bus taking us to the Flower City will leave the hotel at 2:30 P.M. and will bring us back to the hotel about 6:15 P.M.

Minutes

CPTSC
16th Annual Business Meeting
October 14, 1989
Rochester, New York

Marilyn Samuels, **CPTSC** president, called the meeting to order at 8:45 A.M. She thanked the Rochester Institute of Technology for hosting the conference and appointed Sam Geonetta as official parliamentarian for the business meeting.

1. Secretary's Report

Participants voted to waive the reading of the minutes of the previous year's meeting. Copies were distributed.

2. Treasurer's Report

Carol Lipson summarized the **CPTSC** financial report, copies of which were given to all those present. Carol noted that the report did not take into account costs of the 1988 *Proceedings*.

3. Membership

Carol Lipson distributed copies of the **CPTSC** membership list, which is accurate to October 6, 1989. Marilyn added that only dues-paying members were eligible to vote at the meeting.

4. Constitution

Gloria Jaffe reviewed changes that had been approved at the last meeting. Laurie Hayes read the new wording for Article VIII, Section 1. In November a corrected version of the Constitution will be sent out, along with the newsletter and updated membership list.

5. Appointment of Nominating Committee

Marilyn Samuels announced that the following members had agreed to serve on the next Nominating Committee:

- Gloria Jaffe (chair)
- Glenn Broadhead
- Don Cunningham
- Carol Lipson
- Jack Selzer

Gloria asked participants to feel free to suggest names to the committee.

6. Program Review Board (PRB)

Marilyn Samuels read through the Executive Committee's proposal for a PRB. There were a number of comments by those present. In particular, people generally agreed that the PRB should not be put forth as a group that "endorses" programs.

Glenn Broadhead moved (with Sam Geonetta's second) that a Planning Committee be established to consider adoption of a PRB and that the Planning Committee report the results of its deliberations at the October 1990 meeting in San Diego. After approval of this motion, a second motion was approved that the Planning Committee's membership be as recommended in the Executive Committee's PRB proposal. The sense of the meeting was that the Planning Committee may entertain a number of options, only one of which is the approach recommended in the Executive Committee's PRB proposal.

The five members of the Planning Committee are

- Billie J. Wahlstrom (representing the Executive Committee)
- Mary Lay (selected from the membership by the Executive Committee)
- Sherry Little
- Henrietta Shirk
- Katherine Staples

Sherry, Henrietta, and Katherine were elected during the business meeting from a slate that included six persons nominated from the floor. The other three nominees were Glenn Broadhead, Maria Kreppel, and Leslie Olsen.

7. Program Survey

Glenn Broadhead and Patricia Goubil-Gambrell summarized the results of their survey concerning curricula in technical communication graduate programs. Patricia solicited information to add to the database.

8. 1990 Meeting

Sherry Little described preliminary plans for the 1990 meeting (October 11-13, 1989, at the Catamaran Resort Hotel in San Diego). After much discussion about the meeting, it was agreed that the Executive Committee should be given the flexibility to select theme and format--taking into consideration whatever conclusions the PRB Planning Committee reaches and ideas suggested during the business meeting.

9. 1991 and 1992 Meetings

Sam Geonetta (University of Cincinnati) suggested Cincinnati as the location for the 1991 meeting, and Henrietta Shirk (Northeastern University) suggested Boston as the site for the 1992 meeting. Members present approved these sites. It was also agreed that October would remain the CPTSC meeting month.

10. Publications

When Gloria Jaffe sends out the updated membership list in November, she will also send a proposal for how the 1989 *Proceedings* might be handled. There was some general discussion of options for publishing future *Proceedings*.

The business meeting closed at 11:20 A.M.

Financial Report

CPTSC
November 1988 to September 30, 1989

Credits

Balance transferred from Rochester Community Savings Bank		**$3099.45**
Additional 1988 dues		140.00
Additional 1988 conference fees		95.00
1989 dues		1330.00
	Total	$4664.45

Debits

Mailing costs		$92.07
Mailing list		52.42
1988 conference		304.31
Executive committee retreat		647.31
Banking costs		38.58
Stationery		347.36
	Total	$1482.05

Balance **$3182.40**

Major expenditures still due:

- 1987 *Proceedings*
- 1988 *Proceedings*
- 1989 conference subsidy

Respectfully submitted,

(signed)

Carol Lipson
Treasurer
October 7, 1989

Proposal to Create
A CPTSC Program Review Board

October 1989

To: The Members of **CPTSC**
From: The Executive Committee of **CPTSC**

In keeping with **CPTSC**'s mission to assist, promote, and inform service, certificate, undergraduate, and graduate degree programs in technical and scientific communication, the **CPTSC** Executive Committee proposes a two-phase plan for the establishment of a Program Review Board (PRB).

In Phase 1 (1989-90) a planning committee will design review procedures, guidelines for participants, etc. and will present their plan to the Executive Committee for initial review at their annual retreat (April 1990) and then to the membership for a vote at the annual meeting (October 1990).

In Phase 2 (1990-92), subject to membership approval, the PRB will begin operating and will provide an annual report to the membership at the annual meetings of **CPTSC** in 1991 and 1992. At the end of the PRB's first two years of operation, its procedures and effectiveness will be reconsidered.

Phase 1

CPTSC will create a five-member PRB Planning Committee consisting of one member of the Executive Committee, one member appointed by the Executive Committee from the general membership, and three members of **CPTSC** voted for by the members present at the 1989 annual meeting.

The responsibilities of the Planning Committee will be

- to write guidelines for the functioning of the PRB including:
  - procedure for selecting members of the PRB
  - procedure for selecting individuals or teams to conduct reviews
  - procedure for persons or institutions requesting reviews
- to design a brochure describing PRB's services
- to outline the cost and conditions of PRB's services
- to consider the experience of similar review boards, such as the one current administered by the Writing Program Director's Association, in its planning

- to provide a rough draft of its report to the Executive Committee by April 1990 and a final draft to the **CPTSC** membership in time for consideration at the annual meeting in October 1990.

Phase 2

During its first two years of operation the PRB will follow the guidelines of the PRB Planning Committee as approved by the general membership of **CPTSC.** It will provide annual reviews in its first two years of operation. At the end of that two-year period, its procedures and effectiveness will be reconsidered.

The PRB Planning Committee will recommend the specific responsibilities of the PRB. As an example, however, the Executive Committee anticipates that these responsibilities will include:

- assembling and maintaining a list of qualified program reviewers
- receiving and processing requests for reviews
- serving as mediators between requesters and reviewers before, during, and following reviews.

The Executive Committee encourages the membership of **CPTSC** to endorse our two-phase plan for a PRB. A PRB will assist existing programs through national endorsement of their accomplishment and support of their requests for additional staff and equipment and will assist new or expanding programs in making important decisions about the direction of their efforts. The PRB will also enhance the reputation of **CPTSC** and its ability to influence the quality of education in scientific and technical communication.

Appendix A

List of Pre-registered Conferees To The Sixteenth Annual **CPTSC** Meeting

Jo Allen
Route 14 Box 68-B
Greenville, NC 27834
(919) 752-9549

Carol Barnum
Lehigh University
University Center 29
Bethlehem, PA 18015
(215) 758-4176

Owen E. Brady
Clarkson University
Center for Liberal Studies
Potsdam, NY 13676
(315) 268-6410 or 6411

Glenn Broadhead
College of Redwoods
1211 Del Mar Drive
Fort Bragg, CA 95437
(707) 961-1001

Tom Brownell
4061 Maple Street
Big Rapids, MI 49307
(616) 796-1197

Jim Corey
New Mexico Tech
Socorro, NM 87801
(505) 835-5190

Donald Cunningham
9030 Haley Center
Department of English
Auburn University
Auburn, AL 36849-5203
(205) 844-9020

Bertie E. Fearing
205 Greenbriar Drive
Greenville, NC 27834
(919) 756-2751

Susan Feinberg
3101 S. Dearborn
Illinois Institute of Technology
Chicago, IL 60616
(312) 567-3465

Patricia Goubil-Gambrell
Ross 239 Dept. of English
Iowa State University
Ames, IA 50011
(515) 294-2180

Sam Geonetta
3118 Meadow Green Court
Amelia, OH 45102
(513) 753-5449

Laurie Schultz Hayes
Department of Rhetoric
University of Minnesota
St. Paul, MN 55108
(612) 624-7451

Gloria Jaffe
English Department
University of Central Florida
Orlando, FL 32816
(407) 275-2212

Granville Jones
5146 Cypress Street
Pittsburgh, PA 15224
(412) 687-7906

Maria C. Kreppel
104 Admin. Bldg. LOC #631
Cincinnati, OH 45221
(513) 556-4692

Mary M. Lay
Dept. TC
Clarkson University
Potsdam, NY 13676
(315) 268-6484

Carol Lipson
100 Enfield Place
Syracuse, NY 13214
(315) 446-3779

Sherry Little
2482 Valley Mill Road
El Cajon, CA 92020
(619) 448-1219

Dan Minok
5230 Kensington
Brighton, MI 48116
(313) 685-2411

Leslie Olsen
Tech. Comm. Program
University of Michigan
Ann Arbor, MI 48104-2108
(313) 764-1428

William Pfeiffer
Prof., Head, Humanities
Southern College of Technology
Marietta, GA 30060
(404) 424-7202

Diana Reep
Dept. of English
University of Akron
Akron, OH 44325
(216) 375-7470

Marilyn S. Samuels
3068 Warrington Road
Shaker Heights, OH 44120
(216) 752-9334

Jack Selzer
719 Glenn Road
State College, PA 16803
(814) 234-2935

Henrietta Shirk
145 Forest Street
Haverhill, MA 01832

Katherine Staples
P.O. Box 140646
Austin, TX 78714
(512) 495-1678

Billie J. Wahlstrom
University of Minnesota
Rhetoric Dept.
St. Paul, MN 55108
(612) 624-7750

Andrea Walter
265 Rosedale Street
Rochester, NY 14620
(716) 244-7799

Merrill Whitburn
11 North Hill Road
Ballston Lake, NY 12019
(518) 276-6569

Carole Yee
Tech. Communication
Humanities Dept.
New Mexico Tech.
Socorro, NM 87801
(505) 835-5323

James P. Zappen
9 Tamarack Lane
Clifton Park, NY 12065

Appendix B

Annual Meetings, Sites, and Dates

1st	University of Minnesota	St. Paul, MN	1974
2nd	Boston University	Boston, MA	1975
3rd	Colorado State University	Fort Collins, CO	1976
4th	University of Minnesota	St. Paul, MN	1977
5th	Rensselaer Polytechnic Institute	Troy, NY	1978
6th	Oklahoma State University	Stillwater, OK	1979
7th	University of Central Florida	Orlando, FL	1980
8th	University of Washington	Seattle, WA	1981
9th	Carnegie-Mellon University	Pittsburgh, PA	1982
10th	University of Nebraska	Lincoln, NE	1983
11th	La Fonda	Santa Fe, NM	1984
12th	Miami University	Oxford, OH	1985
13th	Clark Community College	Portland, OR Vancouver, WA	1986
14th	University of Central Florida	Orlando, FL	1987
15th	University of Minnesota	Minneapolis, MN	1988
16th	Rochester Institute of Technology	Rochester, NY	1989

Appendix C

1989 **CPTSC** Officers

President:	Marilyn Schauer Samuels	Case Western Reserve University
Vice President	Gloria W. Jaffe	University of Central Florida
Treasurer:	Carol Lipson	Syracuse University
Secretary:	William "Sandy" Pfeiffer	Southern College of Technology
Members at Large:	Laurie S. Hayes	University of Minnesota
	Billie J. Wahlstrom	Michigan Technological University University of Minnesota
	James Zappen	Rensselaer Polytechnic Institute

THE CONSTITUTION OF THE COUNCIL FOR PROGRAMS IN TECHNICAL AND SCIENTIFIC COMMUNICATION
As Amended
Rochester, New York
October, 1989

****

ARTICLE I
NAME: The name of the organization shall be the Council for Programs in Technical and Scientific Communication.

ARTICLE II
PURPOSES: The primary purposes of the organization shall be to (1) promote programs in technical and scientific communication, (2) promote research in technical and scientific communication, (3) develop opportunities for the exchange of ideas and information concerning programs, research, and career opportunities, (4) assist in the development and evaluation of new programs in technical and scientific communication, if requested, and (5) promote exchange of information between this organization and interested parties. Said organization is organized exclusively for educational purposes.

ARTICLE III
MEMBERSHIP: Membership shall be open to any individual or institution interested in supporting the purposes identified in Article II. Individuals or institutions whose primary responsibilities or functions are education shall be designated Regular Voting Members. Others shall be designated non-voting Special Advisory Members. Membership shall be open to any person without regard for race, age, sex, or religious affiliation.

ARTICLE IV
OFFICERS: The officers of the organization shall be president, vice-president, secretary, and treasurer, each to be elected for a two-year term. The duties of the officers shall be:

President:

(1) preside at the annual meeting or special meetings of the organization.

(2) represent the organization at official functions.
(3) serve as chairperson of the executive committee.
(4) designate others to perform duties.

Vice-President:

(1) perform all the duties of the president in the event of the president's absence.
(2) serve as managing editor of all publications.

Secretary:

(1) record official minutes of all meetings.
(2) maintain an up-to-date membership list and mailing lists.
(3) oversee correspondence.

Treasurer:

(1) handle all financial matters of the organization including the receiving and recording of dues and payment and paying the bills of the organization.
(2) transmit current membership information to the secretary on a regular basis.

The president, vice-president, secretary and treasurer, plus the immediate past president and three members-at-large, elected by the membership, shall serve as the executive committee. The executive committee shall have the right to act on behalf of the organization at such times as the organization is not meeting at the annual meeting or at special meetings, except to change the constitution or carry out elections.

ARTICLE V
LIMITS:

No part of the net earning of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other

private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the organization shall be the carrying out of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(e)(2) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

ARTICLE VI
MEETINGS: The organization shall convene an annual meeting. The location and approximate date of the annual meetings shall be determined by vote of members present and voting at an annual meeting. Special meetings of the organization may be held as needed and determined by the executive committee.

ARTICLE VII
FINANCES: The dues of the organization shall be $20 per year for Regular Voting Members and $100 per year for non-voting Special Advisory Members. Memberships shall be based on a calendar year, and dues shall be payable in January.

ARTICLE VIII
ELECTIONS:

(1) The election of officers and members-at-large to the executive committee shall be by written mail-in ballot. The ballot will have a list of candidates who are members presented by the nominating committee, and all nominations will have secured permission.

There will be more than one candidate, as well as provision for writing in at least one additional nominee for each position open.

(2) The Immediate Past President shall chair the nominating committee and shall appoint, in consultation with the executive committee, four additional members: one from the executive committee and three from general membership, and shall announce committee membership at the annual meeting preceding elections.

(3) The nominating committee will have a slate of officers and members-at-large mailed to the membership no later than 60 days prior to the annual meeting. Ballots must be returned no later than 15 days before the start of the annual meeting.

(4) Results of the election will be announced at the business meeting of the annual meeting.

ARTICLE IX
CONSTITUTIONAL AMENDMENTS: Proposed amendments to the constitution must be in the hands of the members at least 60 days in advance of the annual business meeting at which the vote is to be taken. The constitution shall be amendable by a two-thirds vote of those present and voting and ballots mailed in to the secretary or proxy ballots from members unable to attend the annual business meeting accepted up to the opening of the annual business meeting.

ARTICLE X
DISSOLUTION: Upon the dissolution of the organization, the executive committee shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purpose as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the

Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the executive committee shall determine. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XI
PARLIAMENTARY AUTHORITY: All official meetings, of the organization, shall be conducted according to the most current edition of the Standard Code of Parliamentary Procedure by Alice B. Sturgis. The presiding officer shall appoint a parliamentarian to advise the assembly at each annual meeting.